

Minutes of the meeting of WATTON TOWN COUNCIL held on

Tuesday 7th July 2015 at 7.00 pm

at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG in the Council Chamber

Councillors Present: Ken Birch Chairman, Beryl Bunning – Vice-Chairman, Kevin Abbott, Peter Bishop, Janet Brown, Richard Crabtree, Jennie Fishlock, Stan Hebborn, Sue Hebborn, Margaret Holmes, John Rogers.

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES

Apologies received from Giselle Nind, Emma Parker and Keith Gilbert.

2. INTERESTS

No Declarations of Interest declared.

3. CONFIRMATION OF MINUTES 23.06.15

The minutes of the Council Meeting held on Tuesday 23rd June 2015 were approved as a correct record and signed by the Chairman.

4. RESOLUTION TO EXCLUDE THE PUBLIC

***It was resolved** that in view of the confidential nature of the business about to be transacted that the press and public be excluded from the meeting.*

5. BUDGET ANALYSIS

Councillors were presented with the current income and expenditure against the budget and informed of the previous year spends under each budget line.

Comparison has indicated that money will need to be vired between expenditure allocations.

***It was resolved** (with one abstention) that a task and finish working group should be formed to consider budget commitments for the remainder of the financial year. The group will bring recommendations back to the Full Council for revision of the budget as necessary.*

Working party members: Kevin Abbott, Beryl Bunning, Sue Hebborn, Margaret Holmes.

To assist easier accounting and reporting of the finances **it was resolved** to purchase appropriate software at an estimated annual cost of £295 for the software licence fees.

6. GRANT APPLICATION PROCESS

Amendment to the current grant application forms was suggested. Dates when applications will be considered will be added to the forms and **it was resolved** that the wording should be strengthened to convey that it is a condition of grant

acceptance that any organisation receiving a grant attends the Annual Town Meeting to give a presentation regarding how the funding was used.

It was also resolved that all grant applications should be addressed in the same manner and that any organisation making a grant request to the Council must complete a grant application.

The grant application pack will be amended accordingly and once alterations have been made the pack will be presented to the Council for acceptance.

7. ALLOCATION OF RESERVE MONEY

Review and possible reallocation of the ring fence money is needed. ***It was resolved*** the working party group should undertake analysis of reserve finances and recommendations will be made to the Full Council.

8. ASSET LIST

Councillors were presented with a copy of the current asset list. The list needs review which can possibly be undertaken through the working party group in due course.

9. APPOINTMENT OF INTERNAL AUDITOR

Enquiries will be made with a view to appointing an internal auditor for the current financial year.